

**MINUTES OF MEETING  
LINCOLN PUBLIC LIBRARY  
BOARD OF TRUSTEES  
March 28, 2006**

**CALL TO ORDER:**

**Chairman Karen Quinn called the meeting to order at 5:46 PM at the Lincoln Public Library.**

**PRESENT:**

**Karen Quinn, Chairman; Diane Walsh, Treasurer; Denise Blais; Kristine Donabedian and Will Postle, Trustees. Also in attendance was Becky Boragine, Library Director.**

**APPROVAL OF MINUTES:**

**The Minutes of the January 31, 2006, meeting were reviewed as were the minutes of the February 28, 2006 meeting. A correction was made to the January minutes. A motion to accept both Minutes as presented was made by Kristine Donabedian and seconded by Will Postle. The motion was approved unanimously.**

**DIRECTOR'S REPORT:**

**Ms. Boragine spoke of her trip to Boston on March 21, 2006 to attend the Public Library Association's preconference on construction. She said a construction software system was presented at the conference. It would give any Library the resources to organize and**

**analyze the space within the building. For example, it could help set up a new shelving system, giving the amount of books that the shelves could hold and the configuration of the shelving unit for a specified space. The software, however, cannot be bought; it is given free when a software seminar is attended. While on the topic of new space, the Board talked about the possibility of a new Library when land can be found.**

**Ms. Boragine also spoke of the new circulation system. It was started on March 28, 2006 and seems to be working out well. The staff is catching on quickly. The system is very user friendly.**

#### **FINANCIAL REPORT:**

**Treasurer Diane Walsh reported the following balances: Champlin account, \$151.82; Trustees account, \$51,841.33; Checking account, \$133.95; and Certificate of Deposit, \$26,330.37.**

**A motion that all invoices being presented for payment by the Town of Lincoln are accurate and are to be paid from their respective accounts was made by Denise Blais and seconded by Kristine Donabedian. The motion was approved unanimously.**

#### **UNFINISHED BUSINESS:**

**Becky Boragine and Karen Quinn had a meeting with the Town to discuss contract negotiations. The raise in healthcare and the prescription plan were discussed. A question about the amount each**

individual pays for the prescription plan was asked and Karen is waiting on the answer. Also, the 20% co-pay for healthcare is non-negotiable. Questions about the pension are on hold till more information is gathered from the national level.

Ms. Boragine sat down with a representative of the Budget Board. They discussed the savings that the new heating system has provided. Because of these saving the utility line will be decreased. They discussed adding to the books, computer and supply line in the budget. The salary, pension, social security and healthcare lines have been put on hold till contract negotiations are settled. Ms. Boragine will be meeting with the Budget Board again on March 29, 2006.

The security system is still on hold till the budget is approved. Diane Walsh is going to give Ms. Boragine another security company to contact.

Ms. Boragine wrote a letter to Town Administrator Sue Sheppard about a parking ordinance. The letter was approved by the Board and Ms. Boragine will send it to the Town Administrator.

Ms. Boragine is still working on the lighting situation in the parking lot. She will contact the Director of Public Works, John MacQueen, about contacting the electric company.

## **NEW BUSINESS:**

**Volunteer week was discussed. The members of the Board decided to present Virginia Raymond (volunteer) with a gift for her services. The gift will consist of a \$25.00 restaurant certificate with a plant or flowers. Also, students from the Lincoln Middle and High School are volunteering to satisfy education requirements.**

**The Video/DVD policy has had some minor changes. The amount of library items being circulated has been changed. No one can place holds on DVD's or CD/audio materials which cause these items to be sent by delivery. Damage and lost time may occur during delivery. The Board also discussed a drop for the audio items. Ms. Boragine has looked into this option, but for the box to be fireproof it would be expensive.**

## **ADJOURNMENT:**

**There being no further business, a motion was made by Denise Blais and seconded by Kristine Donabedian to adjourn the meeting at 6:39 PM. The motion was approved unanimously.**

**Respectfully submitted,**

**Caitlyn P. Tucker**

**Board Secretary**